Claim Management Reports

The following Claim Management reports are available. This list is not comprehensive. To access these reports, click the **Reports** menu, select **Claim Management**, and then select the appropriate report.

- **Caseload Summary:** This report provides a managerial overview to your claiming provider counts. This gives you a picture of the number of homes claimed over a number of months. You can choose the range to examine, and you can break the claiming provider count down by county or Monitor. This report is generated as an XSLX file, so you need a spreadsheet program, such as Excel®, to view it.

- **Claim Change Report:** This report prints a list of claim changes or claim adjustments you have made to your claims.

- **Claim Error Analysis Detail by Monitor:** This report lists a count of all errors that each provider has on their Office Error reports for a given claim. It is organized by Monitor, so you can find out if one particular Monitor's caseload is behaving differently than another.

- **Claim Error Analysis Summary:** This report provides an overview of the breadth of errors being committed by all of your providers on their claims. Each error is listed with a count of the number of times it happened overall, along with the number of providers impacted by the error.

- **Claim List Export File:** This is a CSV list of claims and claim details. For more information, see Claim List Export File.

- **Child Mailing Labels:** This works the same as the Claim List Export File, only it generates provider mailing addresses in the Avery 5160 format.

- **Claim by Source:** This report lists all providers who claimed and the source of their claim.

- **Claims Not Received:** This report lists all providers for whom a claim hasn't been marked as received in the Track Received Claims function. Note that even if claims aren't actively checked-in via that function, they are oted as received once manually entered or scanned.

- **Enrollment/Days/Meals Edit Check:** Federal regulations state that the total number of meal claims should never be greater than the number of children enrolled multiplied by the number of days that meals were served. When claims are processed in Minute Menu HX, a variety of edit checks are performed that prevent users from violating this federal regulation. However, in very rare circumstances, there may be manual claims/adjustments made in conjunction with changes to child data that result in a claim where the total meals are greater than the days claimed multiplied by enrollment. This report detects any such claims.

- **New Claiming Providers:** This report lists all providers who have sent in a claim for the first time within the date range analyzed.

- **Provider Claim Totals:** This report report lists all provider claims and includes meal counts and other data for that claim. For more information, see Print the Provider Claim Totals Report.

- **Providers Not Claiming:** This report lists all providers who were active in a given month, but who did not claim. If you enter a date range that covers more than one month, it lists providers who did not claim during any of the months within that range. For more information, see Providers Not Claiming Report.

- **State Claim Summary:** This report summarizes information about your entire claim (including multiple

provider claims) that you usually need to fill-out state claim reports. For more information, see Print the Claim Summary Report.

- **State Daily Meal Totals:** This report is currently only used in Rhode Island.
- **Track Received Claims Info:** This report lists providers for whom you've received claims. For more information, see Track Received Claims.
- **Unsubmitted Online Provider Claims:** This report lists unsubmitted claims for those providers who claim online with KidKare.